

**Town of Webster  
Office of Select Board  
945 Battle Street  
Webster, NH 03303  
Final Minutes – December 7, 2015  
Approved December 21, 2015**

Staff Present: Bruce Johnson, Roger Becker, Michael Borek, Wendy Pinkham, Bob Dupuis, Jake Drown, Emmett Bean and Leslie Palmer

Public Present: Marty Bender, Tom Mullins, Sue Roberts, Tara Gunnigle, Jon Pearson, Mike Greenwood, Mike Schofield, Nanci Schofield, Scott Koblich, Barbara Brown and Jere Buckley

Chairman Johnson opened the meeting at 6:30 PM.

The Board signed the following for Administrative Assistant Leslie Palmer:

- Selectman Borek moved to accept the 11/23/2015 Select Board minutes as written. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Selectman Borek moved to accept the 11/23/2015 Select Board Work Session minutes as written. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Selectman Borek moved to accept the 11/30/2015 Select Board minutes as written. Selectman Becker seconded the motion. All in favor, the motion was approved.
- Selectman Becker moved to accept the 11/23/2015 Select Board non-public minutes as written. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Chairman Johnson and Selectman Borek signed the State Bridge Aid application to apply for state funding for the replacement of Clothespin Bridge. Selectman Becker abstained.
- Administrative Assistant Palmer presented several letters for board signature: an approval letter to KJK Wireless for cell tower antenna replacements, a letter to a homeowner addressing concerns regarding driveway work, and a letter to the State of New Hampshire advising that the Town is working to update its Local Emergency Operations Plan (LEOP).
- On behalf of the Tax Collector, Administrative Assistant Palmer presented the Total Notice contract to Chairman Johnson for signature.
- Chairman Johnson moved to approve the Town's Investment Policy as amended to update the Key Personnel page of the document. Selectman Becker seconded the motion. All in favor, the motion was approved.

Financial Administrator Wendy Pinkham presented the following to the Board:

- The Select Board signed the payroll and accounts payable manifests.
- Administrator Pinkham presented the bank reconciliation through October for Select Board review.

Police Chief Bob Dupuis presented or advised the Board of the following:

- 44 calls for service in the last two weeks.
- Chief Dupuis attended the Chief's Winter Conference last week; guest speaker Kelly Ayotte reported that the Senate just passed Federal highway funds for a five year period, approving more funds than requested.
- Panasonic tablets will be replacing computers in two of the cruisers; the computers were installed in the 1990s and are no longer supported. Money to purchase the tablets will be taken from drug forfeiture funds and the existing budget. Selectman Becker moved to approve PO #32 for \$10,434.00 payable to Ossipee Mountain Electronics, Inc for the purchase and installation of two computer tablets, with \$3,000 to be taken from drug forfeiture funds with \$7,434 to come from the Police Department operating budget. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Chairman Johnson asked Chief Dupuis and Deputy Fire Chief Jake Drown for input regarding the appointment of the next Emergency Management Director. Both agreed that someone with emergency management experience should be chosen, but the Chief advised not selecting someone currently active in either the police or fire departments because this employee would be out in the field working and the Director should be at the Public Safety Building. An advertisement for the position will be drafted to be put on the website and in the grapevine.

Deputy Fire Chief Jake Drown presented or advised the Board of the following:

- 149 calls for service, year to date; 6 EMS calls and 1 fire call in the last two weeks.
- All airpicks have been flow tested and have been cleared for service.
- Crawford Doors will install weather stripping on the Safety Building garage doors next week at a cost of \$188 per door.
- The Fire Department was awarded a \$550 grant from the Division of Forestry and Lands for replacement of gear. The

grant is a 50/50 match, and will be used to purchase pants, work gloves and 2 bags destroyed in fires this year. Funds will come out of next year's forestry budget to meet the 50/50 match.

- Deputy Drown presented an agreement with the town of Bow regarding paramedic intercepts for Select Board signature. He advised that Webster will see more of these agreements in the future as the hospital is no longer doing billing and towns are now using another agency. Towns will be billed for intercepts as EMS does not fall under the Capital Area Compact Agreement.
- Deputy Drown presented an updated Fire Wardens list for Select Board signature, to be returned to the State of New Hampshire.

**Road Agent Emmett Bean:**

- Pipes have been ordered to replenish stock and prepare for summer road projects.
- Road Agent Bean is waiting for a quote on the price of cutting edges.
- Work related to drainage on Pond Hill Rd is complete for the season.
- Four No Through Trucking signs will be ordered for installation on Bashan Hollow Rd and Gerrish Rd.
- Snow plowing on Bashan Hollow Rd was discussed.
- The Road Agent's attorney will contact the Select Board regarding updated language to the Road Agent Contract to be renewed in 2016.

**Public Comment:**

- Marty Bender spoke on behalf of a neighbor who would like to sell a piece of property. Selectman Becker will look at the deed to the property in order to determine how to proceed.
- Selectman Becker discussed the formation of a Police Chief Recruitment Committee to look into options for how to move forward in the hiring of a new Police Chief. The Select Board would like to ask the following residents to volunteer to serve on the committee along with Selectman Becker: Jon Pearson, Barbara Corliss, John Clark, Mike Jette, George Cummings and MJ Turcotte. Jon Pearson recommended Kevin Sullivan and Mike Schofield also expressed interest. The Select Board will retain those names along with others as alternates should someone from the current list choose not to participate. Selectman Becker and Administrative Assistant Palmer will begin working on the formation of the committee.
- Emmett Bean and Sue Roberts spoke to the Board about Ms. Robert's attorney's fees related to deed research of her properties. Following discussion with the Select Board, the Board agreed to revisit the topic.
- Mike and Nanci Schofield addressed the Board to discuss work being done by Braco Djulabic to his property on Brookfield Circle. The Select Board will draft a letter to Mr. Djulabic outlining the process he needs to follow if he is considering building on the property.
- Mike Greenwood spoke in support of promoting Lt. Phil Mitchell to the position of Police Chief. He believes he has done a good job and deserves the promotion.

**Budget Work Session:**

At 7:50 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIa, to discuss the "... compensation of any public employee..." Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 8:35 PM and Selectman Borek seconded. All in favor, the motion was approved.

At 8:35 PM, Chairman Johnson requested to go into Non-Public Session under RSA 91-A:3 IIc, to discuss "matters which, if discussed in public, would affect adversely the reputation of any person..." Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

A motion was made by Chairman Johnson to come out of Non-Public Session at 8:46 PM and Selectman Becker seconded. All in favor, the motion was approved.

A motion was made by Chairman Johnson to seal the Non-Public minutes. Roll call was taken, Chairman Johnson - yes, Selectman Becker - yes, Selectman Borek - yes.

At 8:46 PM, Chairman Johnson made a motion to adjourn; seconded by Selectman Borek and approved.

*Respectfully Submitted, Leslie M. Palmer*